

TO: New Perkins Students

FROM: Joe F. Monroy, Registrar and  
Director of Academic Services

SUBJECT: Registration for Fall 2020

DATE: April 16, 2020



Welcome! I'm glad you will be joining the Perkins Community and look forward to meeting you in August. Do not hesitate to call me at 214-768-2152 if you have registration questions. **You may begin registering on June 1. NOTE: Houston enrollment deadline for fall is July 20.**

**Advising:** You will be assigned a faculty advisor for the time that you are enrolled in Perkins. You will talk to this person each term during the advance registration period (April and November) and at other times as you both determine, either in person, by phone, or by email. You will be given an opportunity for academic advisement during orientation, but it is not essential prior to getting registered for Fall 2020 or for starting the Fall term.

**Degree Progress Sheets for Registration:** Perkins students will utilize the Degree Progress Sheet for registration. These forms are on the [Academic Services](#) web page. These PDF forms are fillable and allow for a digital signature by students and their faculty advisors. Next to each course students should indicate in which semester the course will be completed (as best you can at this point). We ask that students be prepared to access the forms with a laptop computer, digitally sign it, and email it to the registrar at [jmonroy@smu.edu](mailto:jmonroy@smu.edu). We hope this process will help students and advisors more effectively plan for course selections. The Degree Progress Sheets are available for students enrolled in the following degree plans: MAM (37 hour plan), MTS, MSM, MDiv (73 hour plan), and ThM. Only the students enrolled as non-degree seeking students should use the old Course Request Form, which is also available on the same web page.

**Registration:** The Fall schedule is also located on the [Academic Services](#) web page. The unique course numbers are listed in the fourth column. You should register yourself online at [my.SMU.edu](http://my.SMU.edu) using the course numbers. For assistance with using the [my.SMU](http://my.SMU.edu) system please go to <http://www.smu.edu/BusinessFinance/OIT/Services/mySMU> or call the help desk at 214-768-4357.

**Enrollment Limits:** Enrollment for course sections with posted limits will be in the system in the order in which they are completed in [my.SMU.edu](http://my.SMU.edu). You will be notified immediately if a course section is filled when you try to post your enrollment. Most courses have an online wait list. Please take advantage of that if you find a course you want filled. Do not approach a professor privately to ask about exceeding limits. As a new student, you will enroll in courses that have no prerequisites.

**Guidelines for choosing courses:** If you are in a degree program and intend to take only 3 hours, choose NT I or OT I. If you will register for 6 hours, register for NT I or OT I plus Christian Heritage I. If you will take 9 hours in the Fall, register for NT I or OT I, plus Christian Heritage I, plus either The Church in its Social Context (preferred) or Interfaith Studies. If you will take 12 hours, register for NT I or OT I, plus Christian Heritage I, plus The Church in its Social Context, plus Interfaith Studies.

**Cancellation:** If you change your plans and will not be attending the Fall term, and you fail to notify us, you may be responsible for all or part of any tuition charges incurred by this contract. You must withdraw on or before August 21, 2020 in order not to owe any tuition charges.

**Schedule Changes:** Friday, August 28 is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing. Courses dropped after this date will not be deleted from your bill. Schedule changes should be done online in [my.SMU](http://my.SMU.edu). Please notify me if you make a change by sending an email to [jmonroy@smu.edu](mailto:jmonroy@smu.edu). Friday, September 4 is the last day to drop a course with no academic record, although tuition charges will be incurred for all drops after August 28.

**TUITION & FEE DEADLINES ARE DESIGNATED BY THE [BURSAR](#)**